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Procedure Title: Force Protection Plan For Building 3 (South End)

1. PURPOSE: To provide specific guidance for procedures for building 3 (South End), covering different scenarios to include fire, bomb threat evacuations, terrorist threats, natural disasters and attack.

2. OBJECTIVE: To ensure all Building 3, South, personnel are trained on proper procedures, and to coordinate and consolidate with everyone within the facility.

3. REFERENCES: AFI 31-210
DODI 2000-16
Tinker AFB Plan 31-101

4. RESPONSIBILITIES: Each individual is responsible for knowing the correct procedures and location to evacuate for each type of threat.

4.1. Fire:

4.1.1 Individual discovering the fire will pull the fire alarm and/or notify building occupants using the intercom or person-to-person, informing Building 3, South, personnel where the fire is located.

4.1.2 Individual discovering the fire will instruct first available person to call the Fire Dept by phone (911), and to notify other organizations in the building: Rm 100, x43155; Rm 105, x63771; Rm 107, 63886; Rm 108/63883; Rm 122, 63227; Rm 121, 63380; Rm 124, X93332/92828; Rm 125, 63374; Room 127, x62663/65977; Rm 130, x97101; Rm 131, x 45700; Rm 134, x97111; Second Floor, x62050.

4.1.3. All personnel in Bldg 3, south, will exit the building through the nearest door away from fire and assemble in the parking lot of the Base Training Facility, Building 201 north end. This location is within the required 500 feet from Building 3 (south end) specification. All other employees that are working in other buildings will follow the evacuation designated for those buildings and immediately notify a supervisor in that building and call their immediate supervisor.

4.1.4. Each senior ranking person present will check restrooms and assist disabled employees to safety.

4.1.5. Senior ranking person present at the evacuation point will attempt to account for all personnel.

4.1.6. The individual who discovered the fire should remain available to inform responding emergency personnel of the location and condition of the fire. Second individual will remain available to direct rescue personnel arriving separately.

4.1.7. After the threat has been neutralized and the area has been declared safe, all personnel will return to work area, conduct an inventory of his/her area, and report any discrepancies to their supervisor.

4.2. Suspicious Package:

4.2.1. Suspicious Package Bomb:

4.2.1.1. The individual discovering or receiving the bomb/suspicious package, unusual objects, and/or items out of place will immediately contact their supervisor or call 911 using a military phone, not a cell phone.

4.2.1.2. Provide limited access to the area or until all personnel are removed from the area or until Security Forces arrive. (Maintain maximum distance possible to assure safety and control over area.)

4.2.1.3. Individual(s) finding the device will wait outside for the Security Forces patrolman, and give a detailed description and location of the device.

4.2.1.4. If the Security Forces on-scene Commander determines the package is a threat, an evacuation will be initiated.

4.2.1.5. All affected personnel in Bldg 3, south, will evacuate and walk to the assembly area (Bldg 201).

4.2.2. Suspicious Package: Biohazard (Ref: TAFB Plan 32-1, App 8, Page C-8-1)

4.2.2.1. Upon receipt or discovery of a potential biohazard substance in the workplace:

4.2.2.1.1 Remain calm and separate yourself from the material

- **Do Not** sniff, touch or otherwise contact the material if possible. If you are in contact, contain the substance.
- Request co-worker to get a plastic garbage bag and seal package with bag and tape.

4.2.2.1.2 Communicate to all personnel: Those who **have not** come in contact with the package are to **leave the area**. Those who **have** come in contact with the package are to **remain in the area**. Have the personnel who have left, cordon off area—do not allow anyone to leave or to come into the facility.

- **Do not** send anyone who has come in contact with the package to guide the responders. Have someone who has not come into contact with the substance meet the responders.
- **Do not** activate an evacuation.
- Contact Facility Manager, Jim Hill/62663, or his alternate, Mike Fitzgerald/62050, to shut down the air handling system immediately. Call the Civil Engineering Work Order Desk, 43117, and request HVAC technical support.
- Get names of all personnel in the area for the on-scene commander.

4.2.2.1.3 Have someone call 911 using military phone, not a cell phone. Describe the situation to the technician telling:

- Who is involved.
- What may be involved. Tell if it is a substance and what it is, if you know. Give a description of the package.
- Where you are located. Include: building, area, office and phone number.
- When it was discovered

4.2.2.1.4 Follow the instructions given by the 911 technician.

- If possible, have everyone wash his or her hands with soap and water.
- Try not to spread substance to face or open areas.

4.2.2.1.5 Wait for first responders.

- Follow the instructions of the first responders.
- Removal of clothing and transporting of victims to an isolated area may be involved.

4.2.2.2 Contact the TI Disaster Preparedness Monitors, Tom Scifres/ENR/ 62093, and Gale Christopher/ENR/49842. If they are unavailable, contact the EN Security Manager, Shirley Heginbotham/ENR/62092.

4.2.2.3 Notify ENR, 62663.

4.3 Bomb Threat/Phone Call:

4.3.1. Individual receiving the threat should attempt to stay on the phone and ask the individual the questions on the AF Form 440/Bomb Threat Aid checklist. If available, a second individual should contact the supervisor and the Force Protection Operations Center by phone (911) using a military phone not a cell phone.

4.3.2 If the call is terminated, do not hang up, maintain an open connection. Using another phone line, immediately contact the Force Protection Operations Center by phone (911) and relay the information received via Bomb Threat Aid (AF Form 440) checklist. (A checklist should always be by phone.)

4.3.3. Senior ranking person present will insure evacuation procedures are implemented. (via intercom or by person-to-person notification). Insure that the following areas are contacted: Rm 100, x43155; Rm 105, x63771; Rm 124 X93332/92828; Room 127, x62663/65977; Rm 130, x97101; Rm 131, x 45700; Rm 134, x97111; Second Floor, x62050.

4.3.4. All personnel in the immediate area will evacuate and walk to the assembly area, in the parking lot of the Base Training Facility, Building 201 north end. This location is within the 500 feet requirement away from Building 3 (south end). Make certain to assist handicapped employees and to check the restrooms.

4.3.5. Senior ranking person at the evacuation location will account for all personnel.

4.3.6. After the threat has been neutralized and the area has been declared safe, all personnel will return to work area, conduct an inventory of his/her area and report any discrepancies to their supervisor.

4.4. Force Protection Conditions (FPCON):

4.4.1 FPCON Alpha:

4.4.1.1. This condition is declared as a general warning of POSSIBLE terrorist activity.

4.4.2. FPCON Bravo:

4.4.2.1. This condition is declared when there is an INCREASED AND MORE PREDICTABLE threat of terrorist activity.

4.4.3. FPCON Charlie:

4.4.3.1. This condition is declared when an incident occurs or when intelligence is received, indicating that some form of TERRORIST ACTION IS IMMINENT.

4.4.4. FPCON Delta:

4.4.4.1. This condition applies when a TERRORIST ATTACK HAS occurred or intelligence indicates that terrorist action against a SPECIFIC LOCATION or person is likely.

4.5. Tornado Warning:

4.5.1 The Base Weather Service will issue warnings for either tornado watch (tornadoes and severe thunderstorms are possible) or tornado warning (tornado detected; take shelter immediately).

4.5.1.2 If a tornado warning is issued, all Building 3, South, personnel will proceed to Room 111 (Break room), Room 122 or the Audio/Visual Studio. Do not evacuate building!!

4.5.1.3. Senior ranking person will ensure disabled employees are assisted to safety.

4.5.1.4 After the warning has been neutralized and the area has been declared safe, the employees will return to work. If the area is deemed unsafe, make an effort to retrieve any classified material and take to the Command Post or neighboring area for security. Stand by and do as told by on-scene Commander or Security Forces.